

# National College of Public Administration and Governance

University of the Philippines

Diliman, Quezon City

E-mail address: [upncpagcpage@yahoo.com.ph](mailto:upncpagcpage@yahoo.com.ph) Website: [www.ncpag.upd.edu.ph](http://www.ncpag.upd.edu.ph) Contact Nos. 927-9085 / 925-3851

## BACHELOR OF PUBLIC ADMINISTRATION (BPA) LIST OF COURSES

Course Number	COURSE DESCRIPTION	Prerequisites	Number of Units
PA 11	<b>Introduction to Public Administration.</b> Understanding of the language and basic concepts of public administration and its development as a field of study.	None	3 units
PA 108	<b>Philippine Administrative Thought and Institutions.</b> Theories and ideas underlying the Philippine administrative system; the general structure of the Philippine bureaucracy; its principal operating features, including the personnel system, the financial system, the processes of policy-making, national-local relations, and major problem areas.	PA 11/COI	3 units
PA 111	<b>Management of Organizations.</b> Understanding the major theories and practices of organization and management, and their relevance to the Philippines.	PA 11	3 units
PA 113	<b>Office and Systems Management.</b> The management of a government office, with emphasis on records and property management, systems improvement, modern office equipment and the design and implementation of a management information system.	PA 111/COI	3 units
PA 121	<b>Human Resource Management in the Public Sector.</b> Theoretical foundations, development and current trends in human resource management, with special emphasis on the civil service.	PA 11	3 units
PA 122	<b>Techniques in Human Resource Management in the Public Sector.</b> Techniques in human resource management at the agency level.	PA 121	3 units
PA 131	<b>Public Fiscal Administration.</b> The organization and procedure of efficient fiscal management including tax administration, expenditure control, auditing, purchasing, and debt administration.	PA 11	3 units
PA 132	<b>Public Accounting and Budgeting.</b> Budgeting and accounting for the government service.	PA 131	3 units
PA 141	<b>Public Policy and Program Administration.</b> Public policy formulation and implementation; administration and evaluation of public programs.	PA 11	3 units
PA 142	<b>Tools for Policy Analysis.</b> Principles, concepts and techniques for systematic analysis and decision-making in public policy and management.	PA 141	3 units
PA 143	<b>Program and Project Development and Management.</b> Concepts, methods and processes in planning, implementing, monitoring and evaluating programs and projects.	PA 141	3 units
PA 146	<b>Administrative Law.</b> An examination of basic principles of law with which the administrator should be familiar; judicial enforcement of administrative decisions, and legal remedies against administrative action.	PA 11/ POLSC 11	3 units
PA 151	<b>Local Government and Regional Administration.</b> The administrative organizations and operations of local governments; the structure and processes of regional administration.	PA 11	3 units
PA 161	<b>Ethics and Accountability in the Public Service.</b> Ethical questions and behavior in the public service and issue of administrative accountability.	4 <sup>th</sup> year standing	3 units
PA 162	<b>Citizenship and Governance.</b> Concepts and Evolution of the concepts of citizenship, development of citizenship in other countries, transliteration of citizenship from one form to another, breadth and depth of citizen's role as it deals with citizen-society relations, citizen-state relations, and the role of citizens in governance.	PA 11	3 units
PA 172	<b>Public Administration and the Economic System.</b> Consideration of the economic role of government; principal forms of governmental intervention in the economy; and the role of public administration in the implementation of economic policies.	PA 11/ Econ 100.1 & Econ 100.2	3 units
PA 181	<b>Internship in Governmental Administration.</b> Practical experience in government offices under the supervision of a faculty member of the College.	Completed at least 105 units	6 units
PA 191	<b>Special Topics in Public Administration.</b>	PA 111/PA 121/ PA 131	3 units
PA 199.1	<b>Research Methods in Public Administration I.</b> Introduction to research design, documentation, analysis and other research methods in public administration, and the use of computers in data processing and analysis.	Stat 101	3 units
PA 199.2	<b>Research Methods in Public Administration II.</b> The conduct of research through the administration of data gathering instrument, analysis of data collected and the writing of a research report.	PA 199.1	3 units